



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
ACCOUNTS PAYABLE TECHNICIAN
(ADMINISTRATION DIVISION)
PARKS, RECREATION AND TOURISM

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
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GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position has oversight responsibility for performing complex accounts payable, account reconciliations, financial data record keeping, and accounting support activities citywide. Reports to the Financial Management Analyst.

There are two (2) levels of Accounts Payable Technician distinguished by the level of work performed and the qualifications of the employee.

ESSENTIAL JOB FUNCTIONS

Processes a large volume of payment requests such as reimbursements, utility payments, vendor invoices, and requisitions; ensures accuracy and verifies authorization. Performs audits of all payables to confirm proper authorization, mathematical accuracy, adequate support documentation, accurate payee information; determines if the payment has been properly assigned to a check request, purchase card or purchase order. Researches and resolves discrepancies, such as payment inquiries by vendors, errors on invoices; maintains necessary contact with vendors and various City department staff until all discrepancies are resolved.

Performs a variety of administrative support work to include organization and storage preparation of previous year payments and physical inventory; retrieves information for external audit. Performs data entry and retrieval of information and develops reports using word processing, spreadsheet and related software; copies, scans or and faxes information as required. Assists with the review of departmental purchase card records as assigned using City and departmental guidelines.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Accounting – Considerable knowledge of general accounting principles and procedures and financial computations as it relates to accounts payable. Considerable knowledge of the process used in auditing and verifying invoices and paying bills.
- Customer Service – Knowledge of principles and processes for providing customer service. This includes meeting quality standards for services, and evaluation of customer satisfaction.

- Technology – Thorough knowledge of office systems, practices, procedures and administration. Knowledge of general office equipment and personal computers.

REQUIRED SKILLS

- Computer Skills – Utilizes a personal computer to effectively complete a variety of administrative tasks with reasonable speed and accuracy.
- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with other City departments and the public. Effectively responds to and resolves inquiries and disputes.
- Time Management - Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

REQUIRED ABILITIES

- Communication – Ability to effectively communicate ideas and procedures verbally and in writing. Ability to listen and understand information and ideas being presented verbally and in writing.
- Financial Management – Ability to review processes and to compare information in order to identify discrepancies and deviating circumstances. Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication and division quickly and accurately.

EDUCATION AND EXPERIENCE

Accounts Payable Technician I - Requires a high school diploma and 1-2 years of accounts payable support work or related experience or an equivalent combination of education and experience.

Accounts Payable Technician II - Requires a high school diploma and 3-5 years of accounts payable support work or related experience or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background investigation to include a local and state criminal history check, and sex offender registry check as well as a valid driver's license with an acceptable driving record.

ENVIRONMENTAL HAZARDS

This job risks no exposure to any environmental hazards.

PHYSICAL AND DEXTERITY REQUIREMENTS

Sedentary work with occasional walking, standing, stooping, lifting and raising objects, exerting up to 10 pounds of force on a regular and recurring basis, and routine keyboard operations.

SENSORY REQUIREMENTS

Normal visual acuity, and field of vision, hearing, and speaking.